



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

*To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov) To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).*

**Location: Veterans Home of California – Yountville  
110 California Drive, Yountville, CA 94599**

**Classification: Personnel Specialist (1303)  
Tenure/Time-Base: Full-Time, Permanent  
Salary: \$2,602-\$4,067  
(Includes a compensation benefits package)  
Final File Date: April 19, 2009**

**\*Personnel Specialist classification also receives an annual \$2,400.00 recruitment and retention pay differential after 12 consecutive qualifying pay periods.**

**NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment**

Under general supervision from the Chief, Human Resources Yountville the incumbent is responsible for the Workers' Compensation claims payments processing for the veterans Home of California Yountville (VHCY). The individual is expected to consistently exercise a high degree of confidentiality, initiative, responsibility and independence in the performance of assigned tasks with a strong commitment to customer service.

- Administer, review, analyze and assemble all Workers' Compensation claims for benefits and pay in accordance with civil service laws, rules, policies and procedures; maintain accurate statistical data; implement, calculate and complete the request for payment of the most difficult and complex Workers' Compensation personnel/payroll documents, (i.e., Temporary Disability and Industrial Disability Leave); examine payments received and disperse accordingly; establish and collect overpayments; disseminate to Accounting those overpayments that cannot be collected for Submission to the Franchise Tax Board for collection.
- Responsible for examining and ensuring that reported time loss and authorizations from State Compensation Insurance Fund are accurate and received timely; collaborate with State Compensation Insurance Fund claim adjusters and Return to Work Coordinator to compile information for the processing of pay, benefits, and accurate updating of attendance records; compile and provides information and assistance to injured workers, supervisors, timekeepers, and the Return to Work Coordinator; provide injured employees who at which time are permanent and stationary and are unable to return to work a written statement as to their options in accordance with the appropriate laws, rules, and government codes; advise, assist, and comfort injured employees regarding Service/Disability Retirement and other separation options in order to arrive at a solution and communicates with Chief of Human Resources the injured employees separation type; prepares appropriate insurance documents.
- Advise managers, supervisors and employees on personnel policies, regulations, labor agreements, laws regarding workers compensation, return to work program, reasonable Accommodation, Americans with Disability Act (ADA), paid and unpaid leave programs, and the Family Medical Leave Act (FMLA). Tracks and monitors those employee' on FMLA.
- Attend Return to Work meetings; acts for Return to Work Coordinator in his/her absence and assists with Workers Compensation cases as needed. Complete and submit various reports. Attending training and work-related meetings. Special projects as assigned.
- Other duties as required.

Desirable qualifications:

Strong communication and customer service skills

Good work ethic

Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package

Benefit packages vary; please visit the [www.spb.ca.gov](http://www.spb.ca.gov) website for benefit package information

Who may apply:

Applications will be accepted from individuals with current/permanent State Service in the class of Personnel Specialist or working in a class eligible for lateral transfer, reinstatement or list eligibility to the class. Priority consideration will be given to candidates on the SROA or LEAP lists. Applications will be subject to screening and only the most qualified will be interviewed. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

To Apply:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or the State Personnel Board [www.spb.ca.gov](http://www.spb.ca.gov) to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release Date: April 6, 2009  
Final Filing Date: April 19, 2009